

CLASS “A” SCHOOL PHYSICAL FITNESS PROGRAM

Overview

Introduction

The U.S. Coast Guard is involved in challenging missions. Every new Petty Officer graduating from the Reserve Training Center must be physically and mentally prepared to perform at all times. The physical fitness standards established by this program will ensure the newest Coast Guard Petty Officers have sufficient strength, flexibility, and endurance to safely perform duties during normal and adverse conditions. Additionally, this program will strive to instill the importance of physical and mental fitness to these future leaders. The Coast Guard’s standard fitness assessment for boat crews and boarding team members will be used for progress measurement.

The Class “A” School Physical Fitness Program includes an Organized Fitness Program, an Individual Fitness Program, and two assessment tests. Most activity will be conducted either before or after normal class hours. The Class “A” School Physical Fitness Program will also strive to include instruction on topics such as nutrition, weight control, smoking cessation, general stamina, cholesterol, and the importance of establishing and maintaining a life-long personal fitness regimen.

References

- Boat Crew Training Manual, COMDTINST M16114.9 (series)
- Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series)

Responsibilities

The Training Officer shall oversee the Class “A” School Physical Fitness Program. School Chiefs are ultimately responsible to ensure their “A” School students’ participation and compliance with this program.

See Program Management and Administration for further responsibilities.

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Program Management and Administration

Reserve Training Center Fitness Team (RTCFT)

The Reserve Training Center Fitness Team (RTCFT) is made up of at least four permanent party members. Team members will be assigned by the Training Officer and will be chosen based on their background and experience in the physical fitness field and the assignment of the “JL” qualification code. Team members will normally be exempt from other watchstanding duties. The senior member will be designated as the Team Leader and will report directly to the Training Officer as necessary. Each team member will be assigned as a School Fitness Leader for specific RTC Yorktown Class “A” School(s).

The administration and management of the Class “A” School Physical Fitness Program rests with the RTCFT. All RTC Yorktown Class “A” Schools will be under the direction and oversight of a School Fitness Leader who will assist the designated Class Wellness Coordinator and Class Advisor with program requirements.

The RTCFT is also responsible to:

- Publish the monthly Organized Fitness Program workout schedule.
- Provide all Class “A” School students with Student Guidelines at their indoctrination presentation.
- Prepare recognition certificates for presentation at class graduation ceremonies.

Class Advisor

The Class Advisor is responsible to ensure all students in their class participate and comply with program requirements. The Class Advisor shall notify their School Fitness Leader of any student who fails to meet program requirements. The Class Advisor is not required to attend scheduled fitness assessment tests or Organized Fitness Program workout sessions unless directed to do so by their School Chief but is encouraged to participate with their class.

Class Wellness Coordinator (CWC)

Each class shall select a Class Wellness Coordinator (CWC). The name will be provided to the School Fitness Leader by Friday of the first week of class. The CWC is responsible for maintaining and tracking Individual Fitness Program point totals for each student in the class and leading the class in stretches at each scheduled Organized Fitness Program workout session. The CWC is exempt from standing other duties unless directed to do so by their School Chief. The CWC shall notify the Class Advisor of any student who fails to meet program requirements.

Program Management and Administration

Class mentor	Each “A” School class will be assigned a mentor by the RTCFT. The class mentor is chosen from permanent party volunteers and will participate with the class at each scheduled Organized Fitness Program workout session and assist the class as necessary to ensure maximum program benefit. The class mentor is encouraged to present Physical Fitness Program certificates at the class graduation ceremony.
Mandatory student participation	<p>All “A” School students <u>shall</u> participate in this program.</p> <p>Duty personnel are exempt from the next day’s Organized Fitness Program workout session. Additionally, students who are unable to participate due to medical conditions shall advise their Class Wellness Coordinator and report to the RTC Medical Clinic at 0700.</p> <p>Students placed in a sick in quarters (SIQ) or a limited duty (LD) status by the RTC Medical Clinic are exempt until they are in a fit for full duty (FFD) status. SIQ and LD students shall give their RTC Medical Clinic Status Profile forms to their class advisor, who will give the form to the CWC for filing in the Physical Fitness Tracking Folder. LD students shall attend scheduled Organized Fitness Program workout sessions and assist the School Fitness Leader or CWC as necessary. The Class Advisor or the CWC shall notify the School Fitness Leader of any student placed in an SIQ or LD status for more than three days.</p>
Student responsibilities	<p>Students shall follow the Student Guideline requirements provided at their indoctrination presentation. These requirements include:</p> <ul style="list-style-type: none">• muster at the gym by 0600 on the days scheduled for an Organized Fitness Program workout session.• participate in the physical fitness assessment test as scheduled by the RTCFT. Assessment tests are normally held at 0600 on Friday of their first week and at 0600 on Friday one week before graduation.• earn 20 points each week in the Individual Fitness Program and keep their Student Point Tally Sheets current.
Student disciplinary action	Class Advisors shall counsel students who do not meet program requirements. If the student continues to not meet program requirements, the School Chief, Class Advisor, School Fitness Leader, and the RTCFT Leader shall counsel the student and, as appropriate, document.

Program Management and Administration

Tracking Folder The RTCFT will provide the CWC with a Physical Fitness Tracking Folder that will provide program guidelines, CWC responsibilities, and assist him or her to track Individual Fitness Program point totals for each student in the class. The CWC shall keep the folder current and the Class Advisor shall review the folder at least once a week.

The tracking folder shall contain these items:

- Class Wellness Coordinator Guide containing:
 - CWC responsibilities and guidelines
 - List of warm-ups and stretches and procedures on how to perform them
 - Organized Fitness Program workout activities
- Class roster and RTC Fitness Program Muster Sheets
- Class workout schedule
- RTC Fitness Program Tracking Sheet
- “A” School Physical Fitness Test Sheets
- RTC Yorktown “A” School Physical Fitness Program Student Guidelines

Indoctrination presentation The Class “A” School Physical Fitness Program will be presented to all new “A” School students during their indoctrination normally held the Sunday evening before their class convenes. The presentation will cover the requirements of the program and stress the importance of being physically fit and maintaining a healthy lifestyle.

Student Guidelines At the indoctrination presentation an RTCFT member will provide each student with an RTC Yorktown “A” School Physical Fitness Program Student Guidelines packet containing:

- Program guidelines, requirements, and assessment information
 - Class/Group Activities information
 - Gym layout for Cardio Circuit workout
 - Fitness Program Warm-up and Stretches instructions
 - Maximum Allowable Weight Standards For Men and Women (enclosure 2 to COMDTINST M1020.8 (series)).
 - Physical Fitness Point System
 - Student Point Tally Sheets
 - “A” School Physical Fitness Test Sheet
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Program Management and Administration

Fitness Demographics Form

In an effort to eliminate any medical problems each student will complete an USCG RTC Physical Fitness Demographics Form at their indoctrination presentation. The form will be reviewed by the RTCFT. The RTCFT will refer any student who has a medical condition that will prohibit them from safely participating in the program to the RTC Medical Clinic, via the appropriate School Chief.

Example:

USCG RTC PHYSICAL FITNESS DEMOGRAPHICS FORM

DIRECTIONS: In an effort to reduce the risk of injury, it is important that the following information be provided prior to participation in the RTC Physical Fitness Program. Please provide answers to **ALL** of the questions. For “**YES**” responses, please provide additional information as requested.

Name _____ Rate/Rank _____

School _____ Height _____ Weight _____ Gender _____ Age _____

1. HAVE YOU SUFFERED FROM ANY BROKEN BONES? **Y N**

If YES, which bone(s) and when?

2. HAVE YOU EVER BEEN OPERATED ON? **Y N**

If YES, for what condition or injury and when?

3. HAVE YOU SUFFERED A JOINT INJURY? (Knees, shoulders, etc.) **Y N**

If YES, which joints and when?

4. HAVE YOU SUFFERED FROM A HEAD INJURY? **Y N**

If YES, what type, when, and did it result in a loss of consciousness?

5. ARE YOU TAKING MEDICATIONS OR UNDER A DOCTOR'S CARE? **Y N**

If YES, what type of medications or doctor's care and for what condition(s)?

Privacy Act Statement

Authority: Authority for collection of the information is Title 5, 10 and 14 United States Code and Executive Order 9397.
Principle Purpose: Principle Purpose(s) for which information is intended to be used is by the RTC Fitness Team to help determine your ability to participate in the RTC Class "A" School Physical Fitness Program. The information is for official use only and will not be released to unauthorized persons.
Routine Uses: The routine uses will be to evaluate and assess your ability to participate in the RTC Class "A" School Physical Fitness Program.
Disclosure: Disclosure of the information is mandatory because of the need to document physical readiness to participate in the physical training and screen for potential medical problems prior to training. If the requested information is not furnished, you may be prevented from continuing Class "A" School training and disenrolled.

Program Management and Administration

Recognition

These certificates will be prepared by the RTCFT and presented at each Class "A" School graduation ceremony:

Award	Description
Most Inspirational	Presented to the student determined to be the most inspirational by the class.
Most Points	Presented to the student achieving the Individual Fitness Program highest point total.
Class Wellness Coordinator	Presented to the Class Wellness Coordinator.

Example:

<i>United States Coast Guard Reserve Training Center</i>	
Most Inspirational	
	<p>_____ Name of Student</p> <p>Is awarded this certificate of recognition of achieving the highest standards while participating in the Fitness Program during</p> <p>_____ "A" SCHOOL</p> <p>_____ Name of School</p> <p>CLASS _____ Number _____</p> <p>Presented this ____th day of _____ 2000</p>
<p>_____ Name and Rank of Fitness Team Leader</p> <p>Fitness Team Leader Reserve Training Center Yorktown, Virginia</p>	<p>_____ Name and Rank of Training Officer</p> <p>Commanding Officer of Student Personnel Reserve Training Center Yorktown, Virginia</p>

Fitness Standards and Assessment

Standards

Below are the physical fitness standards outlined in the Boat Crew Training Manual, COMDTINST M16114.9 (series), and in the Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series):

MALES					
AGE	PUSH-UPS	SIT-UPS	SIT & REACH	1.5 MILE RUN	12 MINUTE SWIM
< 30	29	38	16.5"	12:51	500 YDS
30 TO 39	24	35	15.5"	13:36	450 YDS
40 TO 49	18	29	14.25	14:29	400 YDS
50 TO 59	15	25	12.5"	15:26	350 YDS
60 +	13	22	11.5"	16:43	300 YDS
FEMALES					
AGE	PUSH-UPS	SIT-UPS	SIT & REACH	1.5 MILE RUN	12 MINUTE SWIM
< 30	23	32	19.25"	15:26	400 YDS
30 TO 39	19	25	18.25"	15:57	350 YDS
40 TO 49	13	20	17.25"	16:58	300 YDS
50 TO 59	11	16	16.25"	17:55	250 YDS
60 +	9	15	16.25"	18:44	200 YDS

Assessment

Each student will be assessed against the above standards during the first week of school and again during the second to last week of school. These assessments will be scheduled by the RTCFT and will normally occur on the first Friday after the Class "A" School convenes and on the second to last Friday before graduation.

Students will record their assessment results on the "A" School Physical Fitness Test Sheet provided to them at their indoctrination presentation in their Student Guidelines packet. The Class Wellness Coordinator will collect these forms and file them in the Physical Fitness Tracking Folder.

Fitness Standards and Assessment

Testing procedures

Test	Procedures
Push-ups	Each student will have a partner of the same sex count the correct number of push-ups as they perform this test. The student counting will place one of their fists underneath the chest of the person taking the test. The student performing the test will start in the up position with their hands shoulder-width apart and elbows fully extended. Males shall be on hands and toes only. Females shall place their knees on the deck and position hands slightly forward of the shoulders. For proper push-ups to be completed, lower the body until the chest touches the counter's fist, and then return to the up position. In the up position the elbows must be fully extended. Push-ups not properly performed shall not be counted (i.e., back is not kept straight, chest does not touch the counter's fist, or elbows are not fully extended in the up position).
Sit-ups	Each student will have a partner hold his or her feet and count the correct number of sit-ups for this test. The student performing the test will lie on their back with knees bent so that the buttocks are approximately 12-18 inches away from their heels and feet flat on the deck at all times. The fingers should be placed loosely on the side of the head around the ears. The hands may not come off the side of the head. For a proper sit-up to be completed, the student must come up and touch their knees with their elbows, then return to the down position with shoulder blades touching the deck. The student performing the test is allowed to rest in the up position only. Sit-up not properly performed shall not be counted (i.e., buttocks leave the deck, the hands leave the head, or the elbows do not touch the knees).
Sit and Reach	Each student will be given ample time to stretch before performing this test. The student must reach the specified distance for their age bracket stated in standards table on page 1-7. To measure the distance the student reaches a yardstick will be taped to a box top with 15-inch mark even with the edge of the box. The student shall remove their shoes for this test and place their feet flat against the box with one foot on each side of the yardstick no more than eight inches apart. For this test to be properly performed, the student will place one hand on top of the other with fingers extended, lean forward, and reach along the yardstick as far as they can while keeping their knees straight (another student may hold their knees flat against the deck). The student will be instructed to reach out in a slow steady manner without lunging while exhaling as they stretch. Each student will be given three tries to complete this test. Reaches not properly performed shall not count (i.e., knees flat against the deck or lunging forward).

Fitness Standards and Assessment

Testing procedures (continued)

Test	Procedures
1.5 Mile Run	Each student will be given ample time to stretch before completing this test. The student will be forewarned not to run to complete exhaustion and to pace himself or herself. At the end of the test each student will be directed to walk for a minimum of five minutes to properly cool down and recover. An RTCFT member will thoroughly explain the course to the students prior to the start. Additionally, there will be at least four RTCFT members on the course during this test, at least two of whom will have radios. Two additional RTCFT members will have radios, one located at the finish line and one on a bicycle traveling the course in case of any medical emergencies. At least one RTCFT member shall be trained in first aid and be CPR certified.
12-Minute Swim	This test will only be administered if the student is unable to pass the 1.5 Mile Run test. Any student who wishes to perform this test must inform their Class Advisor who will contact RTCFT Team Leader. The RTCFT Team Leader will be responsible to arrange a date and time for this test and to ensure a lifeguard is present. The student will be required to swim the correct number of laps in order to meet the requirements stated in the standards table on page 1-7. Students may use any stroke they wish. However, the clock will not stop if they rest while performing this test.

Fitness Standards and Assessment

"A" School Physical Fitness Test Sheet

"A" SCHOOL PHYSICAL FITNESS TEST SHEET

1. ONE MINUTE PUSH – UP TEST

INITIAL

FINAL

CORRECT METHOD FOR PUSH – UPS:

- A. *START WITH HANDS SHOULDER WIDTH APART.*
- B. *MALES WILL BE ON HANDS AND TOES ONLY, FEMALES WILL PLACE KNEES ON DECK AND POSITION HANDS SLIGHTLY FORWARD OF SHOULDERS.*
- C. *START IN THE UP POSITION WITH ELBOWS EXTENDED.*
- D. *FOR A PROPER PUSH-UP TO BE COMPLETED, LOWER THE BODY UNTIL THE CHEST IS WITHIN ONE FIST DISTANCE OF THE DECK, AND THEN RETURN TO THE UP POSITION.*

2. ONE MINUTE SIT – UP TEST

INITIAL

FINAL

CORRECT METHOD FOR SIT – UPS:

- A. *LIE ON BACK, BEND KNEES, PLACE HEELS FLAT ON THE DECK ABOUT 18 INCHES AWAY FROM BUTTOCKS, AND KEEP FINGERS LOOSELY ON SIDE OF THE HEAD. HANDS MAY NOT COME OFF OF SIDE OF HEAD TO COUNT.*
- B. *IN THE UP POSITION, ELBOWS WILL TOUCH THE KNEES, THEN RETURN SO THAT BOTH SHOULDER BLADES ARE TOUCHING THE DECK.*
- C. *BUTTOCKS SHOULD NEVER LEAVE THE DECK.*

3. SIT AND REACH TEST

INITIAL

FINAL

CORRECT METHOD FOR SIT AND REACH:

- A. *MAKE SURE YOU STRETCH BEFORE DOING THIS TEST.*
- B. *WITH SHOES OFF PLACE FEET FLAT AGAINST BOX APPROX. 8 INCHES APART*
- C. *HANDS ARE PLACED ONE ON TOP OF THE OTHER.*
- D. *GIVEN THREE ATTEMPTS WITH THE BEST BEING RECORDED.*
- E. *PERSON SHOULD SLOWLY STRETCH OUT ALONG YARDSTICK, EXHALING AS THEY GO, AND PAUSING AT THE END.*

4. 1.5 RUN TEST

INITIAL

FINAL

COURSE WILL BE EXPLAINED BY AN RTC FITNESS TEAM MEMBER.

5. 12 MINUTE SWIM TEST

INITIAL

FINAL

*THE POOL IS 25 YDS IN LENGTH FROM ONE END TO THE OTHER. TO SWIM 500 YDS YOU WILL HAVE TO SWIM **10 LAPS** OF THE POOL.*

MALES					
AGE	PUSH-UPS	SIT-UPS	SIT & REACH	1.5 MILE RUN	12 MINUTE SWIM
< 30	29	38	16.5"	12:51	500 YDS
30 TO 39	24	35	15.5"	13:36	450 YDS
40 TO 49	18	29	14.25	14:29	400 YDS
50 TO 59	15	25	12.5"	15:26	350 YDS
60 +	13	22	11.5"	16:43	300 YDS
FEMALES					
AGE	PUSH-UPS	SIT-UPS	SIT & REACH	1.5 MILE RUN	12 MINUTE SWIM
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30 TO 39	19	25	18.25"	15:57	350 YDS
40 TO 49	13	20	17.25"	16:58	300 YDS
50 TO 59	11	16	16.25"	17:55	250 YDS
60 +	9	15	16.25"	18:44	200 YDS

NAME (LAST, FIRST, MI): _____ CLASS: _____

CLASS ADVISOR: _____ DATE (INITIAL TEST): _____

AGE: _____ GENDER: M F DATE (FINAL TEST): _____

Organized Fitness Program

Routine

The below Organized Fitness Program routine shall be followed by all “A” School students on scheduled days unless otherwise approved by the School Fitness Leader:

Time	Action
0550	Class musters and marches to the gym
0600-0610	Stretching for all students
0610-0640	Designated school(s) participate in scheduled workout activity.
0640-0750	Breakfast, showers, and clean-ups <u>Note</u> : Showers are secured at 0715; Breakfast is not served after 0730.
0750	Class musters and marches to class.

Workout activities

The morning workout schedule for each class will be published by the RTCFT. Workout activities include, but are not limited to, cardio circuit, running, swimming, and Cybex/Cardio Room. Each class will be scheduled for workout activities twice a week, either on Monday and Wednesday, or Tuesday and Thursday in addition to assessment tests described in the previous section.

Organized Fitness Program

Workout schedule

The RTCFT will complete and distribute a draft schedule to all appropriate School Chiefs and Class Advisors by the 15th of each month. School Chiefs or Class Advisors should request any changes by the 22nd of each month. The RTCFT will provide CWCs with a finalized schedule at least one week prior to the beginning of the month. The RTCFT will also post a copy of the finalized schedule in the gymnasium.

Example:

CLASS "A" SCHOOL PHYSICAL FITNESS PROGRAM								OCTOBER 1999		
	CLASS:	MK-01/00	EM-01/00	DC-12	MK-03/00	MK-05/00	QM-01/00	QM-02/00	EM-02/00	MK-07/00
DATE	DAY	C = Cardio Circuit			P = Pool		R = Running		C/C = Cybex/Cardio Room	
1	FRI	TEST					TEST			
2	SAT									
3	SUN									
4	MON							INDOC		
5	TUE		C	R	R	C	P			
6	WED									
7	THU		R	C	C	R	R			
8	FRI	GRAD						TEST		
9	SAT									
10	SUN									
11	MON		H	O	L	I	D	A	Y	
12	TUE		C/C	P	R	C	R	C		
13	WED									
14	THU		R	R	P	R	C	R		
15	FRI									
16	SAT									
17	SUN									
18	MON								INDOC	
19	TUE		P	R	R	C/C	R	C		
20	WED									
21	THU		R	C/C	C	R	C	R		
22	FRI								TEST	
23	SAT									
24	SUN									
25	MON									INDOC
26	TUE		C	R	C/C	P	R	C	R	
27	WED									
28	THU		R	C	R	C	P	R	C/C	
29	FRI									TEST
30	SAT									
31	SUN									
GRAD	DATE	8-Oct-99	10-Nov-99	19-Nov-99	19-Nov-99	17-Dec-99	19-Nov-99	17-Dec-99	11-Feb-00	28-Jan-00

Individual Fitness Program

Introduction Each “A” School student in a fit for full duty (FFD) status for four or more days of the workout week (Friday – Thursday) is required to participate in the Individual Fitness Program in addition to the Organized Fitness Program.

Point system A minimum of 20 points must be earned each week in this program. Students shall track their point accumulation using the Student Point Tally Sheet, which they shall turn in to the CWC by 1600 each Friday. The CWC shall review each student’s tally sheet and record week totals on the RTC Fitness Program Tracking Sheet in the Physical Fitness Tracking Folder.

Activities A list of activities and awarded points is located on the following page. Students may choose any physical activity they wish to accumulate points. The appropriate School Fitness Leader must approve physical activities other than those listed.

Individual Fitness Program

Physical activity and point system

CIRCUIT TRAINING		ROWING		TENNIS		VOLLEYBALL		BASKETBALL	
Time	Points	Time	Points	Time	Points	Time	Points	Time	Points
5:00	1.0	15:00	3.5	15:00	0.5	15:00	1.0	20:00	3.0
10:00	2.0	30:00	7.0	30:00	1.0	30:00	2.0	30:00	6.0
15:00	3.0	45:00	10.5	45:00	1.5	45:00	3.0	40:00	9.0
20:00	4.0	60:00	14.0	60:00	2.0	60:00	4.0	50:00	12.0
25:00	5.0			1:15:00	2.5			60:00	15.0
30:00	6.0			1:30:00	3.0				
35:00	7.0			1:45:00	3.5				
40:00	8.0			2:00:00	4.0				
45:00	9.0								
RACQUETBALL		SWIMMING		WALKING		WEIGHTLIFTING		BICYCLING	
Time	Points	Time	Points	Time	Points	Time	Points	Time	Points
15:00	2.0	10:00	5.0	15:00	1.25	30:00	5.0	20:00	5.0
30:00	5.0	20:00	10.0	20:00	2.5	40:00	7.0	30:00	7.5
45:00	8.0	30:00	15.0	25:00	3.75	50:00	9.0	40:00	10.0
60:00	11.0	40:00	20.0	30:00	5.0	60:00	11.0	50:00	12.5
		50:00	25.0	35:00	6.25	1:15:00	13.0	60:00	15.0
		60:00	30.0	40:00	7.5	1:30:00	15.0		
				45:00	8.75	1:45:00	17.5		
						2:00:00	20.0		
AEROBICS		STAIRCLIMBER		ICE SKATING & ROLLER BLADING		CALISTHENICS		NORDIC TRACK	
Time	Points	Time	Points	Time	Points	Time	Points	Time	Points
15:00	3.0	15:00	3.0	15:00	1.25	10:00	0.25	15:00	4.5
20:00	4.0	20:00	6.0	30:00	2.5	20:00	0.5	20:00	6.0
25:00	5.0	25:00	9.0	45:00	3.75	30:00	0.75	25:00	7.5
30:00	6.0	30:00	12.0	60:00	5.0	40:00	1.0	30:00	9.0
35:00	7.0	35:00	15.0	1:15:00	6.25	50:00	1.25	35:00	10.5
40:00	8.0	40:00	18.0	1:30:00	7.5	60:00	1.5	40:00	12.0
45:00	9.0	45:00	21.0	1:45:00	8.75			45:00	13.5
50:00	10.0	50:00	24.0	2:00:00	10.0			50:00	15.0
								55:00	16.5
								60:00	18.0
RUNNING		JUMP ROPE		MISC. ACTIVITIES					
Time	Points	Time	Points	Time	Points				
15:00	3.0	5:00	2.0	15:00	1.5				
20:00	6.0	7:30	3.0	30:00	3.0				
25:00	9.0	10:00	4.0	45:00	4.5				
30:00	12.0	12:30	5.5	60:00	6.0				
35:00	15.0	15:00	7.0						
40:00	18.0	17:30	8.5						
45:00	21.0	20:00	10.0						
50:00	24.0	22:30	11.5						
		25:00	13.0						

Student Point Tally Sheet

[illegible]

